Assistant Sports Promotion Officer (Bray)

Qualifications & General Conditions

**Overall Role:**

The Assistant Sports Promotion Officer is responsible for devising, implementing and coordinating various sports and physical activity programmes for “at risk” young people in the Bray area, under the leadership of the Sports Promotion Officer. This role requires specific skills in supporting Gaelic games programmes. The programmes are aimed at young people aged between 10 – 25 years. The role requires positive youth and community engagement to increase outcomes for young people in the area. The Assistant Sports Promotion Officer will be based mainly in the Bray and surrounding area.

**Health**

Candidate shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service

**Education/Experience, etc**

Applicants for this post should:

- Hold a recognised relevant sport or recreation related qualification.
- Hold recognised coaching qualifications in mainstream and nonmainstream sports (desirable but not essential)
- Have experience working in youth sport or recreation provision, community development or youth work.
- Have experience in delivering supports to Gaelic games organisations.
- Be computer literate
- Be motivated, outgoing and enjoy a challenge.
- Be willing to show initiative and be a self-starter.
Particulars of Office

The Post
1. This office is temporary and is for a specific purpose and will cease on the termination of that purpose. The initial contract will be for a period of one year subject to the ETB continuing to be funded by the Department of Children and Youth Affairs for this purpose.

2. Salary: Salary for the first year will be €20,577. Salary will be paid fortnightly in arrears. Based on a 25 hour contract.

   The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to KWETB any fees or monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of any services which they are required to perform.

3. Leave
   Annual Leave and Sick Leave entitlements will be in line with similar posts KWETB.

4. Duties
   The person appointed will carry out his/her duties subject to the control and direction of an authorised officer of KWETB.

   5. Holders of the office shall hold a full driving licence for Class B vehicles and shall be in a position to drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of KWETB.

   6. KWETB will form a panel from which one immediate vacancy will be filled.

   7. The term of employment will be 1 year contract with the proviso that it will be reviewed at the end of the first year subject to satisfactory completion of a twelve month probationary period.

   8. External paid work may not be undertaken without the previous written consent of the KWETB.

   9. Grievance and disciplinary procedures will be in line with those applying to similar posts in KWETB.

10. The Head-Quarters for this position will be in Bray.
11. KWETB Assistant Sports Promotion Officer will be expected to work irregular hours such as evening and weekend work. A twenty-five hour week is in operation for this post.

The Assistant Sports Promotion Officer will:

- Report to and deliver programmes under the Supervision of the Sports Promotion Officer.
- Work intensively with young people to encourage and develop their participation in sporting activities.
- Promote the aim of the Sports Promotion Unit (SPU) and work with the team to deliver on that aim.
- Liaise with local sports clubs including GAA clubs to help promote, coach and develop Gaelic games in disadvantaged communities in Bray area.
- Assist with the delivery of sports related programmes to “At Risk” young people aged 10-25 years.
- Deliver multi-sports and physical activity programmes in community and local sports clubs.
- Assist the Sports Promotion Officer with the collection and compilation of research on youth sports participation levels in Bray and surrounds.
- Help to identify the sporting/physical activity needs of various communities, age groups, genders and assist with the development of suitable and sustainable sports programmes.
- Motivate and encourage young people to join local sports clubs through linking young people into the clubs, organising membership, transport and assisting in the sports club from time to time.
- Provide ongoing monitoring on the ground of overall participation in the catchment area including participation trends and strategies adopted towards achieving stated objectives and report accordingly on progress.
- Undertake administrative duties such as planning & timetabling, booking facilities, devising promotional material, keeping up-to-date attendance lists, evaluating programmes, producing monthly reports and other administrative duties that may arise.
- Be conscious of the legal requirements of working with young people including child protection guidelines, supervision ratio’s, health & safety, insurance and report any matters of concern to the Sports Promotion Officer.
- Assistant Sports Promotion Officers will be required to work such hours as may be assigned by the Sports Promotion Officer and will be expected to work irregular hours as duties will mainly entail afternoons, evenings and some weekend work. A reporting system in relation to hours worked, targets achieved is in operation and will be completed regularly by the Assistant Sports Promotion Officers as required by the Sports Promotion Officer.